

UNCLASSIFIED

5 December 1946

Approved For Release 2001/05/01 : CIA-RDP81-00728R000100050039-7
CENTRAL INTELLIGENCE GROUP

CIG ADMINISTRATIVE ORDER

PARKING PERMITS

STATINTL

1. GENERAL

Parking spaces adjacent to CIG buildings and under the jurisdiction of the Agency are marked and numbered for identification as restricted space. It is the responsibility of the Services Division to allocate such parking space to employees of the CIG and to maintain supervision thereof.

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2. APPLICATION FOR PARKING PERMIT

Parking space will be assigned only to those employees who use their cars regularly in driving to and from work. An employee desiring parking space in a restricted area must submit an application to Services Division, who will maintain a waiting list and will assign space on a basis of date of application. Application forms are obtainable in Room 201, North Building, Ext. 2168-9.

3. PARKING REGULATIONS

Those employees who have been assigned official parking spaces will observe the following regulations:

- a. Place the Parking Permit on the windshield, under the rear-view mirror, in accordance with the District of Columbia inspection regulations.
- b. Park the vehicle in the reserved space indicated on the permit. Use of other than officially assigned space in reserved area may result in cancellation of the permit.
- c. Periodic checks will be made to determine that vehicles are parked in assigned spaces. If assigned space is occupied, drive to a non-restricted area for temporary parking and immediately notify [redacted] Ext. 2168-9 who will take action to have the space vacated.

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4. PERMITS NOT TRANSFERABLE

Permits are not transferable between employees. If a reserved space is to be released because of resignation, extended leave, transfer to another agency, or for any other reason, the Services Division should be notified immediately in order that the space may be reassigned.

5. PARKING IN NON-RESTRICTED AREAS

Employees who do not drive to work regularly or who have no regularly assigned parking space will park their vehicles in non-restricted areas.


To remain effective until cancelled or superseded per 216 memo dated 30 June 47.

6. JOINT APPLICATION FOR PERMITS BY MEMBERS OF CAR POOLS

CIG personnel who are cooperating with others in car pools should make a joint application for parking permits indicating the vehicles which will park in the space requested and a parking permit will be issued for each such vehicle to park in the same space. In the event that the car pool is discontinued, notice should be given to the Services Division in order that a new allotment of space may be made.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Deputy 
and Administration

CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
(Revised 10 Sept 1946)

*Admin Order No. 120
5 Dec. 46*

STATINTL

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR	X		
ADVISORY COUNCIL			
X EXECUTIVE FOR PERSONNEL & ADMINISTRATION		<i>W. L. G.</i>	12/5/46
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

☐ APPROVAL ☐ INFORMATION ☐ DIRECT REPLY
☐ ACTION ☐ RETURN ☐ COMMENT
☐ RECOMMENDATION ☐ PREPARATION OF REPLY ☐ FILE
☐ SIGNATURE ☐ CONCURRENCE ☐ DISPATCH

REMARKS: An additional Paragraph 6 has been added to the attached proposed Admin. Order on Parking Permits in accordance with your suggestion. Request your approval for publication of the order.

TOP SECRET

CONFIDENTIAL

RESTRICTED

UNCLASSIFIED

STATINTL

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED
 (Sender will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
 (Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR	X	<i>[Signature]</i>	
ADVISORY COUNCIL			
X EXECUTIVE FOR PERSONNEL & ADMINISTRATION		<i>[Signature]</i>	12/4/46
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

___ APPROVAL ___ INFORMATION ___ DIRECT REPLY
 ___ ACTION ___ RETURN ___ COMMENT
 ___ RECOMMENDATION ___ PREPARATION OF REPLY ___ FILE
 ___ SIGNATURE ___ CONCURRENCE ___ DISPATCH

STATINTL

REMARKS: The attached proposed Admin. Order on Parking Permits is ready for publication with the changes as indicated. Request your approval for issuance.

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Personnel and Administration

DATE: 2 December 1946

FROM : Chief, Finance Division *SAH*

SUBJECT: Proposed Procedure Issuance

Attached hereto is the original and one copy of a proposed Administrative Order on the subject of "Parking Permits". This procedure was prepared by the Services Division in cooperation with the Procedures Unit, Finance Division. The reverse side of the original draft contains the signatures of the officers who have reviewed and approved the proposed order.

Will you kindly review and if you consider the attached draft satisfactory, please arrange for clearance and release.

5 December 1946CENTRAL INTELLIGENCE GROUP

STATINTL

CIG ADMINISTRATIVEPARKING PERMIT1. GENERAL

Parking spaces adjacent to CIG buildings and under the jurisdiction of the Agency are marked and numbered for identification as restricted space. It is the responsibility of the Services Division to allocate such parking space to employees of the CIG and to maintain supervision thereof.

2. APPLICATION FOR PARKING PERMIT

Parking space will be assigned only to those employees who use their cars regularly in driving to and from work. An employee desiring parking space in a restricted area must submit an ~~Application to the John~~ ~~Callahan~~ Services Division, who will maintain a waiting list and will assign space on basis of date of application. Application forms are obtainable in Room 201, North Building, Ext. 2168-9.

3. PARKING REGULATIONS

Those employees who have been assigned official parking spaces will observe the following regulations:

- a. Place the Parking Permit on the windshield, under the rear-view mirror, in accordance with the District of Columbia inspection regulations.
- b. Park the vehicle in the reserved space indicated on the permit. Use of other than officially assigned space in reserved area may result in cancellation of the permit.
- c. Periodic checks will be made to determine that vehicles are parked in assigned spaces. ~~However, due to limited guard and police facilities, it is not possible to make a daily check on the proper utilization of the space.~~ Therefore, if assigned space is occupied, drive to a non-restricted area for temporary parking and immediately notify ~~Ext. 2168-9~~ Ext. 2168-9 who will take action to have the space vacated.

STATINTL

4. PERMITS NOT TRANSFERABLE

Permits are not transferable between employees. If a reserved space is to be released because of resignation, extended leave, transfer to another agency, or for any other reason, the Services Division should be notified immediately in order that the space may be reassigned.

5. PARKING IN NON-RESTRICTED AREAS

Employees who do not drive to work regularly or who have no regularly assigned parking space will park their vehicles in non-restricted areas.

6. JOINT APPLICATION FOR PERMITS BY MEMBERS OF CAR POOLS

CIG personnel who are cooperating with others in car pools should make a joint application for parking permits indicating the vehicles which will park in the space requested and a parking permit will be issued for each such vehicle. In the event that the car pool is discontinued, notice should be given to the Services Division in order that a new allotment of space may be made.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

To park in the same space.

STATINTL

Colonel AGD
Executive for Personnel and Administration

STATINTL

*Deputy Executive for Personnel
and Administration*

[Faint, illegible text]

Chi

12-2-46
(date)

12-2-40
(date)

12-2-4
(date)

Chief, Procedures Unit, Budget Section

SECRET

CENTRAL INTELLIGENCE GROUP

CIG ADMINISTRATIVE ORDER NO....

PARKING PERMITS

1. GENERAL

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2. APPLICATION FOR PARKING PERMIT

Parking space will be assigned only to those employees who use their cars regularly in driving to and from work. An employee desiring parking space in a restricted area must submit a request to Mr. John Colborn, Services Division, who will maintain a waiting list and will assign space on basis of date of application. Application forms are obtainable in Room 201, North Building, Ext. 2168-9.

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- c. Periodic checks will be made to determine that vehicles are parked in assigned spaces. However, due to limited guard and police facilities, it is not possible to make a daily check on the proper utilization of the space. Therefore, if assigned space is occupied, drive to a non-restricted area for temporary parking and immediately notify [redacted] Ext. 2168-9 who will take action to have the space vacated.

STATINTL

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

*to park in the
same space.*


Executive for Personnel and Administration

CIG ADMINISTRATIVE ORDER [REDACTED]

STATINTL

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Executive for Personnel
and Administration

CIG ADMINISTRATIVE ORDER

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Deputy Executive for Personnel
and Administration

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5 December 1946

Approved For Release 2001/05/01 : CIA-RDP81-00728R000100050039-7

CENTRAL INTELLIGENCE GROUP

CIG ADMINISTRATIVE ORDER

PARKING PERMITS

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RESCINDED PER CIG GENERAL ORDER [REDACTED] Columbia inspection regulations.

STATINTL

- b. Park the vehicle in the reserved space indicated on the permit. Use of other than officially assigned space in reserved area may result in cancellation of the permit.
- c. Periodic checks will be made to determine that vehicles are parked in assigned spaces. If assigned space is occupied, drive to a non-restricted area for temporary parking and immediately notify [REDACTED] Ext. 2168-9 who will take action to have the space vacated.

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Deputy Executive for Personnel
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